

TUCKAHOE LHRC QUARTERLY MEETING MINUTES

for

JUNE 7, 2011

North Park Library

The meeting was called to order at 3:45pm by John Redd, Chairman, who was moderated over the meeting.

- I. **Introductions:** All persons who were present stated their name and the program or interest which they were representing. The following is a roster of the Committee Members and Affiliates who were present for the June 7, 2011 meeting.

Committee Members:

- John Redd, Chairman - Present
- Kia Symonds, Vice Chair - Absent
- Norma Draper, Committee Member - Present
- Monica Lucas, Secretary - Present
- Corinthia Morris, Committee Member - Present

Advocate Present:

- Michael Curseen, Human Rights Regional Advocate - Present

Affiliate Members Present:

- Deloris Smith, ACTS
- Jennifer Byrd, Family & Community Support Systems
- Catherine St. Ours, Blue Ridge Residential Services
- Debra Hewitt, Southern Virginia Regional Medical Center
- Sterling Burton, OLA Home for Boys
- Kathy DeShazo Jackson, OLA Services
- Sharon Taha, Daily Grace Day Support Program
- Cynthia Woodson, Family & Adolescent Services, LLC
- Breon Epps, Greater Unity Residential Services/Adult Day Services
- Guirlande Dorsainville, Renaissance Residential Services
- Terence Jones, Alliant Human Services
- Charita Watkins, HOPE, Inc.
- Sandra Rasmussen, Williamsville Wellness, LLC

- Erin Gwinn, Miracles Behavioral Health Center
- Lauren Mack, EMS of VA
- Nazarell Williams, HYPE Youth Services, LLC
- Denise Turner, RISEUP, LLC
- Juan Wilson, RISEUP, LLC
- Qdbarua Muhammad, Hamlet House Youth Services
- Latroyal Smith, I.L. Solutions/GROWN Program

Additional Attendees:

- Nichole Trimble, Trimble Agency
- John Trimble, Trimble Agency
- George Szalbad, TIME Family Services

II. Public Comment: M. Lucas reminded affiliates and committee members about the Special Olympics games which would be held June 10-11, 2011 at the University of Richmond.

III. Review/Approval of March 1, 2011 Meeting Minutes: There was a review of the March 1, 2011 meeting minutes in which the following amendments were requested: The minutes from the March 1, 2011 meeting were approved.

IV. Treasurer's Report: Cynthia Woodson / Sterling Burton:

Cynthia Woodson provide the committee members and affiliates with copies of the financial breakdown of the affiliate's funds. The balance of the account is 2,330.34. M. Lucas reminded the affiliates that due to recent changes recommended by the SHRC regarding the committee member's involvement with affiliates funds; that the committee did not have to receive a report of the affiliate's finances during future meetings.

V. Advocate's Report:

Mr. Curseen provided the affiliates with information regarding the revised Quarterly and Annual Reporting Forms. Affiliates were provided with copies of each form as well as the submission schedule for each quarterly/annual report. Additionally there was

information provided regarding Code Mandated Membership on the make-up of persons represented on the committee.

VI. Old Business:

- A. LHRC Follow – Up Re: Policy Reviews:
 - G.R.O.W.N. Program / I.L. Solutions: All requested revisions and resubmissions of the Human Rights policies & procedures were provided by this affiliate and approved by the committee.
- B. LHRC Follow – Up Re: Blue Ridge Residential Services: All information requested by this affiliate relative to the missing medication involved in the incident reported at the March 1, 2011 meeting was submitted and approved by the committee.
- C. Blue Ridge Adding a New Site: The site Hickory Landing Place was presented and approved by the committee.

VII. New Business:

- A. **Review & Approval of the TLHRC Bylaws:** Mr. Curseen provided affiliates and committee members with information and follow up regarding the TLHRC Bylaws, which have been approved. He reviewed some of the primary sections of the document to ensure clarity regarding some of the more prominent issues.
- B. **Cooperative Agreement:** Mr. Curseen provided copies of the Cooperative Agreement for the affiliates and provided a brief review of the document outlining some of the responsibilities of the committee and affiliates. Affiliates were encouraged to review the information and to sign the last two pages of the document confirming their agreement toward compliance with the stipulations and thus replacing the former affiliation agreement.
- C. **Blue Ridge Residential Services/ Sponsored Residential Programs:** Kelly Murphy provided information regarding new organizational changes. Blue Ridge is now being owned and operated by Res Care and will be doing

business (DBA) under the name of Community Alternatives. Kelly will continue to attend meetings, but will be transitioning her administrative duties to another co-worker, Kathy St. Ours. The official transition will be complete following the June 2011 meeting.

D. Community Alternatives requested affiliation for 4 new sites:

1. Hackney Road
2. Autumn Place Drive
3. Medallion Court
4. Perkins Road

There were no sites discontinued, all added sites were approved for affiliation.

E. Affiliation Requests:

1. **The Trimble Agency:** John Trimble, III was present to provide information to the committee about his MHS program (population adult/ age 21-70) for consideration for affiliation approval. This provider will use a holistic therapeutic approach toward positive skill building w/in the least restrictive environments. There will be no use of restraint imposed by the staff of this program. The Trimble Agency was approved for affiliation with the TLHRC. Mr. Trimble was asked to submit copies of the restrictive policies contained within his Human Rights Policies and Procedures to the committee; in addition to a copy of his program rules.
2. **Time Family Services:** George Szalbad was present to provide information to the committee about his Intensive In-Home Counseling program. The program is licensed in other regions, but is expanding into Region 4. Program focus includes 1. A focus on the consumer & their family 2. Focus on the staff 3. Focus on Communication. This provider utilizes Handle With Care as their restraint method. The Time Family Services program was approved for affiliation and requested to submit copies of the restrictive policies contained in their Human Rights policies & procedures; in addition to any program rules that may be provided to clients.

F. **Reappointment of LHRC Members:** Kia Symonds and John Redd were reappointed to the TLHRC for another term.

G. **Election of New Officers:** New Officers were nominated and elected for the 2011-2012 calendar year:

Monica Lucas: Chairperson

Kia Symonds: Vice Chair

Corinthia Morris: Secretary

VIII. Quarterly Activities Reports:

1. **Alliant Human Services:** NTR
2. **Associates in Counseling & Therapeutic Services:** NTR
3. **Blue Ridge Residential Services:** NTR
4. **Caring Corner:** Absent
5. **Daily Grace Adult Day Program:** NTR, license pending
6. **EMS Intensive In-Home Services:** Affiliate received a citation for breach of confidentiality
7. **Family and Adolescent Services:** NTR
8. **Family & Community Support Systems, LLC:** NTR, personnel changes
9. **Greater Unity:** Incident reported regarding a resident who experienced trouble breathing and was seen by his PCP and recommended to remain in the hospital for monitoring.
10. **G.R.O.W.N. Program /IL Solutions:** NTR, personnel added
11. **Hamlet House Youth Services:** NTR, license pending
12. **H.O.P.E., Inc:** Incident reported involving an alleged violation of confidentiality
13. **H.Y.P.E Youth Services:** NTR, personnel changes
14. **Miracles Behavioral Health Center:** NTR, personnel changes
15. **OLA Home for Boys:** 1 Incident reported involving 2 clients who AWOLed from the group home environment. The allegation of neglect was deemed unfounded.
OLA Family Services: 2 incidences were reported 1.) Client stated that staff had made sexual advancements toward him, but it was discovered by his parent that the client has a history of lying 2.) Incident involving a client's family member who allegedly had been sexually abused by his maternal uncle, The details were reported to CPS, even though the child involved in the alleged abuse is not a client of this affiliate's program. Personnel changes noted.

16. **Renaissance Residential Services:** A report was provided detailing a follow up visit from licensing relating to staff maintaining contact with a former resident; personnel changes reported.

17. **RISEUP, LLC:** Reported 5 AWOL's; requested to resubmit a revised report w/ corrections to Section II and Section III, provide clarity on narrative describing incidences.

18. **Southern Virginia Regional Medical Ctr:** 6 incidences to report regarding AWOLs, re-submission of revised quarterly report and investigative summary regarding the incident occurring on 5/20.

19. **Williamsville Wellness, LLC:** NTR; personnel changes.

IX. **Secretary's Report:** M. Lucas reminded the affiliates of the responsibility to ensure that the needs of the committee including refreshments, set up/break down of the meeting space and a rotation of volunteer affiliates to complete the meeting notes would need to be worked out amongst the affiliates. Although the affiliates currently have a rotating scheduled established for the refreshments and set up/break down of the meeting space, they would need to create a similar arrangement for taking notes at the meeting & submitting the information electronically to Mr. Curseen following each meeting. This procedure will go into effect as of the September 6, 2011 meeting.

X. **Next Meeting:** Tuesday September 6, 2011 @ 3:30pm

Refreshments: Miracles Behavioral Health

Set Up: H.Y.P.E

Break Down: OLA for Boys

Meeting Adjourned @ 5:50pm